



AGENDA ITEM REQUEST FORM  
CITY OF JOHNSON CITY, TEXAS  
CITY COUNCIL

ITEM NO. 6

MEETING DATE: February 12, 2021

AGENDA PLACEMENT:

- Ceremonial
- Consent
- Individual
- Closed Session

CAPTION:

Discussion of and action on a Resolution of the City Council of the City of Johnson City, Texas authorizing the Chief Administrative Officer (CAO) / City Secretary to execute inter- and intra-departmental budget adjustments on an as-needed basis; providing for processes by which said budget adjustments may be made; incorporating recitals; providing for severability; and adopting an effective date.

EXECUTIVE SUMMARY:

The proposed Resolution authorizes the CAO/City Secretary to perform inter- and intra-departmental budget adjustments on an as-need basis to balance individual budget line items throughout each fiscal year.

The proposed Resolution does not authorize the CAO/City Secretary to perform budget amendments amending each Fund's total revenues and/or expenditures originally approved by the City Council during the annual budget process, nor does the proposed Resolution allow the CAO/City Secretary to transfer monies between funds without City Council review and approval.

FINANCIAL: N/a

ATTACHMENTS:

- Resolution

SUGGESTED ACTION:

Motion to approve a Resolution of the City Council of the City of Johnson City, Texas authorizing the Chief Administrative Officer (CAO) / City Secretary to execute inter- and intra-departmental budget adjustments on an as-needed basis; providing for processes by which said budget

adjustments may be made; incorporating recitals; providing for severability; and adopting an effective date.

**PREPARED BY:** CAO/City Secretary Rick Schroder

**DATE SUBMITTED:** 2/9/21

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JOHNSON CITY, TEXAS AUTHORIZING THE CHIEF ADMINISTRATIVE OFFICER / CITY SECRETARY TO EXECUTE INTER- AND INTRA-DEPARTMENTAL BUDGET ADJUSTMENTS ON AN AS-NEEDED BASIS; PROVIDING FOR PROCESSES BY WHICH SAID BUDGET ADJUSTMENTS MAY BE MADE; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.**

WHEREAS, budget adjustments must be made from time to time to balance individual budget line items; and

WHEREAS, the City Council desires to create a policy through which inter- and intra-departmental budget adjustments may be made and regulated.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Johnson City, Texas that:**

**Section One. Policy.** Inter- and intra-departmental budget adjustments shall be authorized and regulated as follows:

- (a) Definitions.
  - i. *Intra-departmental Budget Adjustment.* A budget adjustment made within a department in a fund increasing one or multiple line items and decreasing one or multiple line items by the same amount.
  - ii. *Inter-departmental Budget Adjustment.* A budget adjustment made between two or more departments in a fund increasing one or multiple departmental line items and decreasing one or multiple line items in another department by the same amount.
  - iii. *Budget Amendment.* A budget amendment made within or between funds increasing and/or decreasing one or multiple line items that amends total fund revenues and/or expenditures originally approved by the City Council during the annual budget process.
  
- (b) Intra-departmental Budget Adjustments.

The Chief Administrative Officer (CAO)/City Secretary is authorized to execute intra-departmental budget adjustments on an as-needed basis to balance individual budget line items within the following Funds:

  - i. General Fund;
  - ii. Hotel Occupancy Tax Fund;
  - iii. Water & Wastewater Utility Fund;
  - iv. Interest & Sinking Fund;

- v. Vehicle Equipment & Replacement Fund;
- vi. Capital Replacement Fund;
- vii. Court Technology & Security Funds;
- viii. Parks & Recreation Fund;
- ix. Local Truancy & Prevention Fund;
- x. Court Jury Fund; and
- xi. Other funds as the City Council may from time to time create.

No City Council review and/or approval is required for intra-departmental budget adjustments; however, intra-departmental budget adjustments within the Funds identified above shall not amend the overall Fund budgets approved by City Council.

- (c) **Inter-departmental Budget Adjustments.**  
The Chief Administrative Officer (CAO)/City Secretary is authorized to execute inter-departmental budget adjustments on an as-needed basis to balance individual budget line items within Funds identified above under Section One, Subparagraph (b). No City Council review and/or approval is required for inter-departmental budget adjustments; however, inter-departmental budget adjustments within the Funds identified above shall not amend the overall Fund budgets approved by City Council.
- (d) **Budget Amendments.**  
The Chief Administrative Officer (CAO)/City Secretary is not authorized to execute budget amendments within or between the Funds identified above under Section One, Subparagraph (b) without the express approval of the City Council of the City of Johnson City, Texas.

**Section Two. Findings.** The City Council finds all the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

**Section Three. Severability.** If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Resolution. The City Council hereby declares that it would have passed this Resolution, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

**Section Four. Effective Date.** This Resolution shall be effective immediately upon the approval of the City Council.

**PASSED AND APPROVED this 12th day of February 2021.**

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Rhonda Stell, Mayor  
City of Johnson City, Texas

**ATTEST:**

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Rick A. Schroder, CAO/City Secretary  
City of Johnson City, Texas